

**RESOLUTION NO. 2017-18**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH BALLARD KING & ASSOCIATES, LTD. FOR CONSULTING SERVICES RELATING TO THE PHASE 2 EXPANSION OF THE COMMUNITY CENTER; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Village of Key Biscayne (“Village”) is planning an expansion of the community center; and

**WHEREAS**, Ballard King & Associates, LTD is a recreation facility planning and operation consulting firm (“Ballard”); and

**WHEREAS**, Ballard has provided a proposal, attached as Exhibit “A,” for recreation facility planning and operation consulting services relating to the Phase 2 expansion of the Village’s Community Center (the “Project”); and

**WHEREAS**, the Village Council desires to authorize the Village Manager to enter into an agreement with Ballard for the Project consistent with the proposal attached as Exhibit “A;” and

**WHEREAS**, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:**

**Section 1.**     **Recitals Adopted.** That each of the recitals stated above is hereby adopted and confirmed.

**Section 2.**     **Village Manager Authorized.** The Village Manager is hereby authorized to enter into an agreement with Ballard for the Project that is consistent with the proposal attached hereto as Exhibit “A” in an amount not to exceed \$16,000.00, subject to approval as to form and

legality by the Village Attorney.

**Section 3. Effective Date.** That this Resolution shall be effective immediately upon adoption hereof.

PASSED and ADOPTED this 18<sup>st</sup> day of April, 2017.

  
MAYOR MAYRA PEÑA LINDSAY

ATTEST:

  
CONCHITA H. ALVAREZ, MMC, VILLAGE CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

  
VILLAGE ATTORNEY





**Village of Key Biscayne  
Community Center  
Phase 2  
Expansion Study**

**Scope of Services:**

Ballard\*King & Associates will assist the Village of Key Biscayne with the following aspects of the planned Phase 2 expansion of the community center.

Specific areas of work will include:

*Programming* – Determine the building program for Phase 2 of the planned expansion of the community center.

- Determine specific recreation components that need to be added at the center
- Determine uses and appropriate sizes of the spaces
- Prioritize the recreation components

*Design Review* – Work with the project architect and Village staff to review the concept plans for the building expansion.

- Improving building control
- Relationship of building components and the proposed additions
- Operational impacts of the design

*Recreation Programs and Services* – Work with Village staff to determine the programs and services that will be offered in the new expanded area.

- Establish the programs and services that will be provided in the expanded building
- Assist with the development of priorities of use for each space in the expanded area

*Operational Budget* – Based on the final conceptual design for the center expansion, work with the Village staff to determine the operational budget impact of the addition.

- Changes to the center's fee structure for services and use
- Expenditure increases in staff, operating supplies and contractual services
- Revenue increases from increased use of the center as well as programs and services

*Ballard\*King and Associates is committed to comprehensive planning and operations consulting services, providing for the effective and efficient use of available resources to develop and operate sports, recreation and wellness facilities.*





**BALLARD\* KING**  
& ASSOCIATES LTD  
Recreation Facility Planning and Operation Consultants

**Cost of Services:**

<b>Task</b>	<b>Fee</b>
Programming	\$4,000
Design Review	\$2,500
Recreation Programs and Services	\$2,000
Operational Budget	\$4,000
Total	\$12,500
Reimbursables (2 trips to Key Biscayne)	\$3,500
<b>Grand Total</b>	<b>\$16,000</b>

*Ballard\*King and Associates is committed to comprehensive planning and operations consulting services, providing for the effective and efficient use of available resources to develop and operate sports, recreation and wellness facilities.*